



GENERAL INFO

Date: June 11, 2015
Recipient: Dealer Principal
Subject: BOSSWeb Sub-User Function
BRP Online Training Institute (BRPTI)
BRP Rewards Program

Over the past several years BRP has invested heavily in our Dealer Value Proposition to provide our dealers with tools to showcase the ease of doing business with BRP. In October 2014 we launched BOSSWeb to include three great tools – the Knowledge Center, Community, and Case Management. Now we are excited to introduce the addition of BOSSWeb Sub-Users, BRP Training Institute (BRPTI) and the BRP Rewards program all located in one central location.

BOSSWeb Sub-Users

Effective June 15, 2015 - BOSSWeb offers each of your staff members their own BOSSWeb logon. Best of all, you, the Dealer Principal decides which information or training you want each team member to access.

The following process must be completed before your team members have access to BOSSWeb and can be accomplished in a few quick steps:

1. Access your staff by clicking on the *Dealership* drop down box found under the *Administration* tab:

The screenshot shows the BOSSWeb interface. At the top, there is a navigation bar with tabs: SALES, PARTS, WARRANTY, INFO CENTER, FINANCIAL, COMCENTER, TRAINING, and ADMINISTRATION. The ADMINISTRATION tab is selected, and a dropdown menu is open, showing options: DEALERSHIP, EMAIL UPDATE, MODIFY DEALER LOCATOR, and HOMEPAGE. A red arrow points to the DEALERSHIP option. Below the navigation bar, there is a promotional banner for Evinrude Free Freight/Fall Stocking Program. Below the banner, there is a 'My Alerts' section with a table:

Document Type	Subject	Description
Sales	Evinrude E-TEC G2 News!	Attached is the latest edition of Evinrude E-TEC G2 News showcasing the continued excitement and press surrounding Evinrude E-TEC G2!
Sales	BRP is proud to announce the newest OEM boat build	BRP is proud to announce the newest OEM boat build

2. Based on past activity, we have automatically activated sub-users who have taken training within the past 13 months. Please verify your team members and make necessary changes by clicking on the name of the sub-user and then the User Permission tab. This is where the Dealer Principal can update staff contact information, email address, enable BRPTI access, document access and more based on your employee's role in your dealership. Please deactivate sub-users no longer with your dealership.



GENERAL INFO

Date: June 11, 2015
Recipient: Dealer Principal
Subject: BOSSWeb Sub-User Function
BRP Online Training Institute (BRPTI)
BRP Rewards Program

Team members whose accounts are already activated can log onto BOSSWeb using your dealer number, the team member's Username (first name.last name) and their initial Password (5-digit zip code for US dealers or last five digits of your phone number for our Canadian dealers). See below example:

DEALER NO: 1129050
USERNAME: John.Smith
PASSWORD: Zip Code or last 5 digits of phone number
English ▾ SUBMIT

BOSSWeb 6.0 - Login

New team members can be added by clicking on the 'New Contact' button. Their user name will default to the first name.last name and the Dealer Principal will assign the password. **We strongly recommend that you, the Dealer Principal change your password so your team members start using their own user name and password moving forward.**

The 'Managing Sub-Users on BOSSWeb' video has already been assigned to you. Just mouse over the Training tab and select 'BRPTI (BRP Training Institute)'. After that, click on "Launch" to the right to learn more about this process.

BRP Training Institute (BRPTI)

In order to simplify the dealer experience, BRP is continuing to centralize all activities including training under one training platform – BRPTI (BRP Training Institute). Effective June 15, 2015 all Evinrude and Rotax JPS Sales and Service training will be available on BRPTI. You can access the new training platform by logging onto BOSSWeb, mouse over the Training tab and select "BRPTI (BRP Training Institute)". Training history from the legacy system will be transferred to BRPTI.

The 'BRPTI Dealership Account Management and BRPTI User' videos have been assigned to you. Just mouse over the Training tab and select 'BRPTI (BRP Training Institute)'. After that, click on "Launch" to the right to start the video.



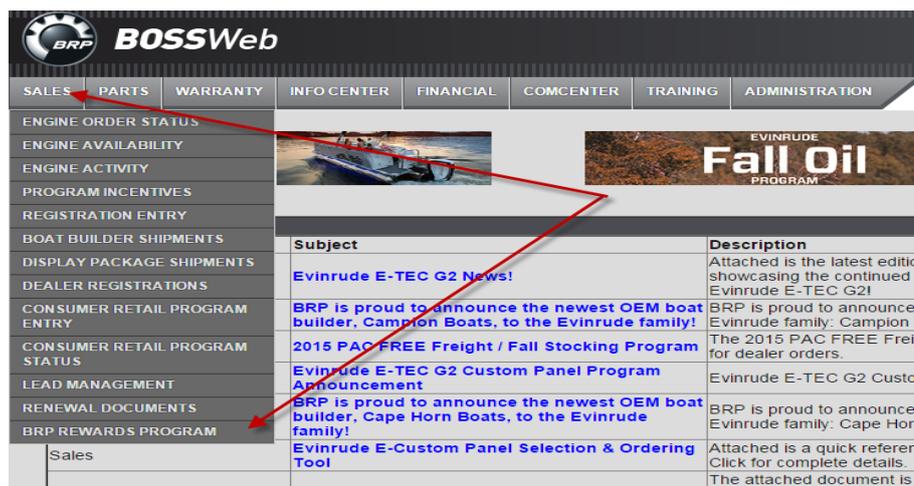
GENERAL INFO

Date: June 11, 2015
Recipient: Dealer Principal
Subject: BOSSWeb Sub-User Function
 BRP Online Training Institute (BRPTI)
 BRP Rewards Program

There are several short training videos and documents located with the BRPTI Sales & Service banner located on the BOSSWeb home page to assist you in setting up your sub-users.

BRP Rewards Program has moved!

Now that we've transferred sales training to BOSSWeb it only make sense to move the BRP Rewards as well. Just mouse over the Sales tab and select BRP Rewards Program.



You will be prompted to log into the Rewards Program using your existing BRPcenter username and password. Please contact www.brprewards@brp.com if you need assistance.

Important - The dealer principal must first activate a BOSSWeb account and give his staff access to the Rewards program.

We appreciate your business and look forward to a successful 2016!

For assistance with BOSSWeb or BRPTI open a case in Case Management or call the Help Desk at (800) 888-4662, Option 5.

Getting Started: BOSSWeb Sub-User Set Up Instructions

<https://www.bossweb.brp.com>

BOSSWeb

DEALER ID:

USERNAME:

PASSWORD:

English

BOSSWeb 6.0 - Login

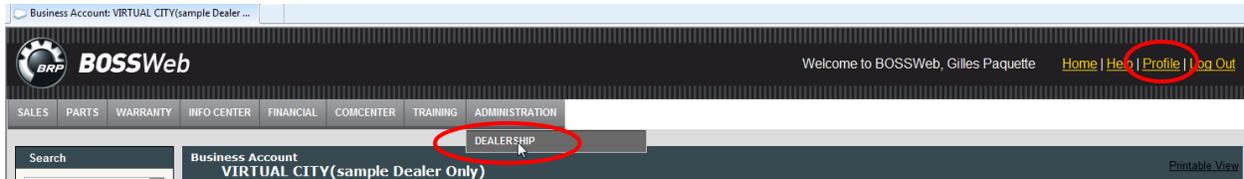
ski-doo LYNX SEA-DOO EVINRUDE ROTAX can-am

North America Canada 1-800-541-9990 USA 1-800-366-6992 Help By E-mail	BRP Finland Oy Norway +47 73 828 800 Finland, Sweden and CE +358 16 3208 111 Help By E-mail	Europe, Middle East and Africa +32 9 218 2624 Help By E-mail	Evinrude North America 1-800-488-4602 Government Sales 1-800-901-3228 Help By E-mail	BRP Australia +61 1800 811 090 Help By E-mail BRP Brazil +55 19 3783 9600 Help By E-mail	Environment Check Browser Type Browser Version JavaScript Permanent Cookies Temporary Internet Files Details
---	---	---	--	--	---



BOSSWeb Administrator and Password Settings

A BOSSWeb Administrator account will be assigned by default to the Dealer Principal. It will allow you to create "contact" accounts for your staff with multiple limited roles and responsibilities related to their specific position within your business. From the **Administration** tab, choose **Dealership** to manage your contacts.



Password: The initial password assigned to you when your Administrator account was created is only temporary. You must change your password on your first visit to BOSSWeb and update it regularly to ensure nobody else accesses your BOSSWeb Administrator account. To change your password, click on the **Profile** button found in the top right-hand section of the BOSSWeb Homepage (see above illustration).

Passwords are case-sensitive and cannot be "password", "qwerty", part of the dealer number, the username or the user's first name or last name. Ideally, a good password contains at least six (6) to eight (8) alphanumeric characters and includes special characters such as: #, \$, @, &, and others. We recommend you avoid the use of the same password to access all your different systems and Web sites.

ADMINISTRATION TIPS

This section explains how to add and modify BOSSWeb contact profiles. It also contains information about which BOSSWeb roles BRP highly recommends using and indicates which document types are authorized for the employee profiles. Following these suggestions helps ensure that your employees are better informed and more knowledgeable about BRP procedures, products and programs.

Creating Contact Profiles

Contact List: Click on the **Administration** tab and choose **Dealership** from the drop down menu. The BOSSWeb Administrator will NOT be listed as a contact. To see the Administrator profile, click on **Profile** at the top of the screen.

Adding New Contacts: Click on the **New Contact** button to add new contacts.

BOSSWeb Welcome to BOSSWeb, Gilles Paquette [Home](#) | [Help](#) | [Profile](#) | [Log Out](#)

SALES PARTS WARRANTY INFO CENTER FINANCIAL COMCENTER TRAINING ADMINISTRATION

Business Account
VIRTUAL CITY(sample Dealer Only) [Printable View](#)

[Back to List: Accounts](#)

Business Account Detail [Edit](#)

Account Name	VIRTUAL CITY(sample Dealer Only) View Hierarchy	Phone	819-566-3000
Account Number	0000694307	Toll-free Phone number	
Dealer Email	diane.taylor@brp.com	Fax	450 532 5150
Website		Latitude	45.39166
		Longitude	-71.95289

Address Information

Billing Address 75 J.A. BO
SHERBROOKE, Z9Z 9Z9

State/Province Code QC
Country Code CA

Dealer Coordinators

Lead Coordinator Case Coordinator Gilles Paquette
OMS Coordinator Gilles Paquette

[Edit](#)

Contacts [New Contact](#)

Action	Contact Name	Email	Phone	Department	Active
--------	--------------	-------	-------	------------	--------

Enter all the needed information in the fields marked with a vertical red bar (I) then assign the appropriate roles to the contact (see right hand side of **Department**).

All fields are required for BOSSWeb to create a personalized BRPTI account. The home phone number is not required. Once completed, click on the **Save** button at bottom of page.

BOSSWeb Welcome to BOSSWeb, Gilles Paquette [Home](#) | [Help](#) | [Profile](#) | [Log Out](#)

SALES PARTS WARRANTY INFO CENTER FINANCIAL COMCENTER TRAINING ADMINISTRATION

Contact Edit
New Contact

Contacts not associated with accounts are private and cannot be viewed by other users or included in reports.

Contact Edit [Save](#) [Save & New](#) [Cancel](#)

Contact Information

First Name Last Name Middle Initial Gender

Account Name VIRTUAL CITY(sample Dealer Only) **I** = Required Information
Department Available Accessory Person Chosen
F&I Manager
F&I Person
General Manager
Office Manager
Communication Language

Additional Information

Phone 819-566-3000 Mobile Home Phone Fax 450 532 5150
Shirt Size Birthdate Hire Date [20/05/2014]

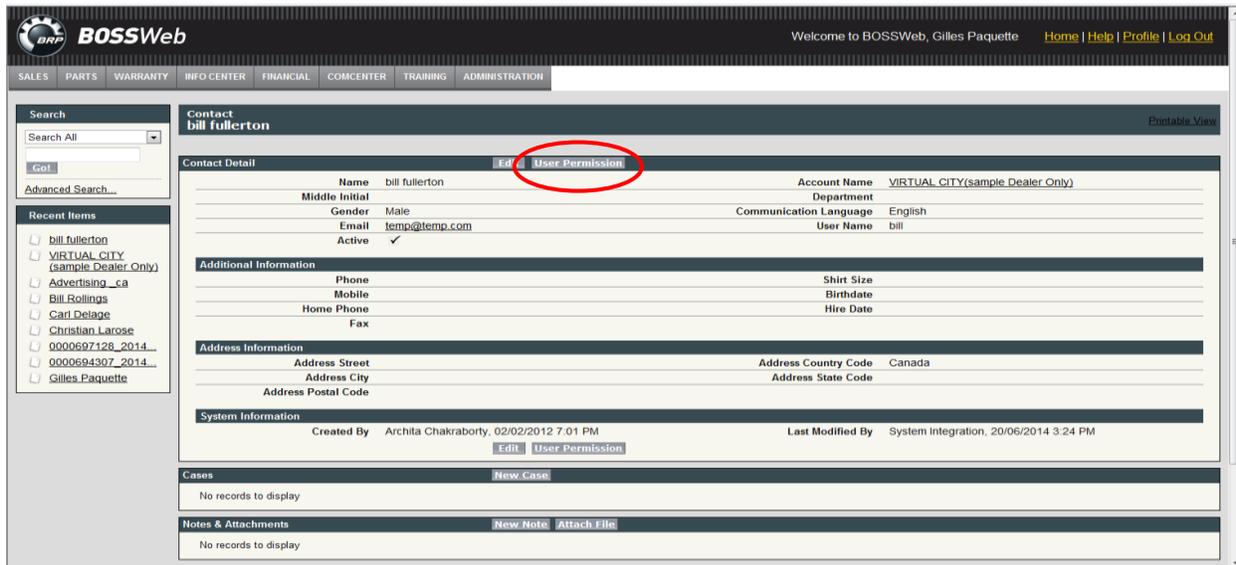
Address Information

Address Street Address City Address Postal Code
Address Country Code Address State Code

[Save](#) [Save & New](#) [Cancel](#)

Creating user permissions:

Click on the **User Permission** button.



The screenshot shows the BOSSWeb interface for managing user permissions. The top navigation bar includes links for SALES, PARTS, WARRANTY, INFO CENTER, FINANCIAL, COMCENTER, TRAINING, and ADMINISTRATION. The main content area displays the contact details for 'bill fullerton'. A red circle highlights the 'User Permission' button, which is located next to the 'Edit' button. The contact details form includes fields for Name, Middle Initial, Gender, Email, Active, Account Name, Department, Communication Language, User Name, Additional Information (Phone, Mobile, Home Phone, Fax, Shirt Size, Birthdate, Hire Date), Address Information (Address Street, Address City, Address Postal Code, Address Country Code, Address State Code), and System Information (Created By, Last Modified By). The 'Active' checkbox is checked. The 'User Permission' button is highlighted in red.

From this area, user passwords can be created or changed. It's also where the BOSSWeb Administrator can complete all the needed fields while making sure to check the Active selection box.

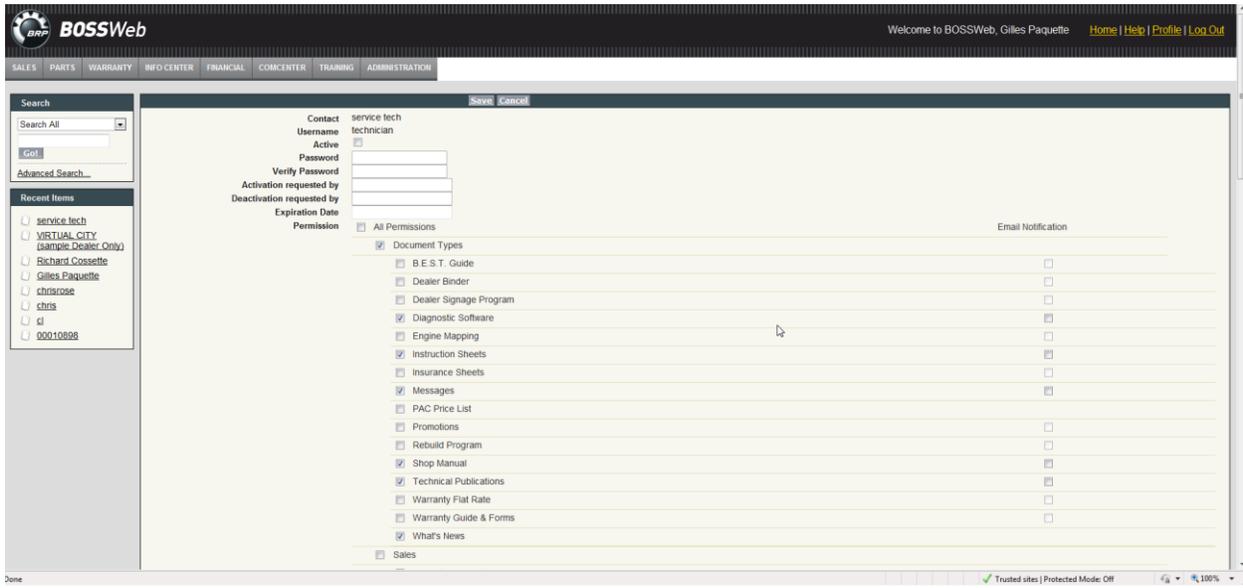
Special note on "Username": BOSSWeb creates a unique **Username** for employees based on first and last name entered at the time the Administrator creates the employee contact. The **Username** cannot be modified or suppressed once the employee contact has been saved. Therefore, be sure the employee contact's first and last names are spelled correctly before saving the contact for the first time.

Special note on "Expiration date": Enter an expiration date **ONLY** if a user's employment end date has been determined. The date can be entered using the format shown or by using the calendar function. The BOSSWeb profile will expire at the specified date. This will block the user from accessing BOSSWeb and will set the status of all training profile exams associated to the user to **Inactive**.

Special note on "User Permissions": This is where the BOSSWeb Administrator will decide which type of information is authorized for each contact. Access to some types of information are selected automatically when assigning a role to a contact.

A contact will be able to modify his password and personal information by changing the settings under **My Profile** once logged into BOSSWeb. The administrator can do the same in his own profile.

Once completed, click on the **Save** button at bottom of page.



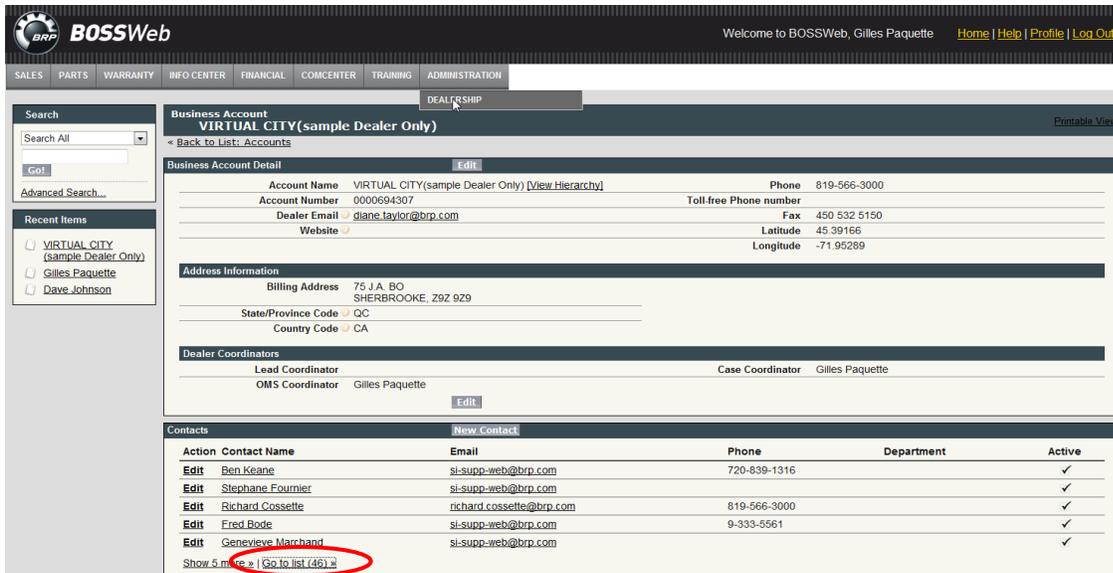
Modifying Existing Contact Profiles

Contact profiles:

Click on the **Administration** tab then select **Dealership** from the drop down menu.

Existing contacts:

Click on **Go to list** then click on the contact name to view the profile.



Note: The **Password** and **Confirm Password** information will be hidden. DO NOT replace the first and last name of a user with someone else's from your dealership.

To modify personal information and roles, click on **Edit** and to update permissions, click on **User Permission**. If a contact is no longer employed at your dealership, enter the employment end date in the **Expiration date** field. The date can be entered using the format shown or by using the calendar function. To record your changes, click on **Save**.

**For assistance with BOSSWeb or BRPTI open a case in Case Management
or
Call the Help Desk at (800) 888-4662, Option 5.**

Getting Started: BRPTI TRAINING PLATFORM (FAQ)

ABOUT BRPTI - GENERAL

Q1 What does the acronym BRPTI mean?

A1 BRPTI refers to the BRP Training Institute.

Q2 Why is Evinrude / Rotax training moving to BRPTI?

A2 In order to simplify the dealer experience BRP is continuing to centralize all activities, including training under one platform.

Q3 What will happen to existing user training records?

A3 All existing sales and service training records are safely backed up and can be found under the Completed Training tab.

Q4 Will there be training on using BRPTI?

A4 Short introductory videos that cover the general navigation and main features of the training platform are posted to the BOSSWeb homepage by clicking on the BOSSWeb Help Videos or the BRPTI Sales & Service Training banners.

Q5 What is an employee profile in BOSSWeb?

A5 BOSSWeb allows the Dealer Principal or BOSSWeb administrator to list an employee's role(s) within the dealership and are listed as 'contacts'. Training is assigned according to the role(s) listed in the employee's profile or by the dealer principal. The BRP – Getting Started: Managing Sub-Users on BOSSWeb video BRPTI Management video explains how to update employee profiles.

ACCESS TO BRPTI

Q6 Who controls BOSSWeb access at the dealership level?

A6 The Dealer Principal is the BOSSWeb administrator and can assign training to specific employees and track the overall learning performance of the team.

Q7 How do users access BRPTI?

A7 BRPTI is accessible under the Training Tab on BOSSWeb.

Q8 How do new BRP dealers access and set up their profile?

A8 As a new BRP dealer, your BOSSWeb login and password are communicated to you by the Network Development team.

Q9 Can employees access the new BRPTI?

A9 Yes. The Dealer Principal can assign you access

Q10 How is a "Job Role" modified in BOSSWeb

A10 The "Job Role" can be added or modified by the Dealer Principal. The steps are explained in the "BRP – Getting Started *BRPTI Management*" training module on BRPTI.

TRAINING ACTIVITIES ON BRPTI

Q11 What is a module?

A11 A module is a training component delivered in a video or document format.

Q12 What is a quiz?

A12 A quiz is an exam that validates knowledge has been transferred to the learner.

Q13 What is the passing score for quizzes?

A13 The passing score for BRPTI training modules is 75%.

Q14 What content is included in the "My Completed Learning" tab?

A14 This tab displays the history of an employee's completed training

Q15 What does the "Find Learning" tab allow users to do?

A15 This tab allows users to search for all available training modules.

Q16 How do users find all the available training modules?

A16 To see the list of available training modules, access the "Find Learning" tab and select a Catalog (Evinrude or Rotax JPS). For a more specific search, type in a few key words before clicking on "Search".

Q17 How does the Dealer Principal assign training to employees?

A17

- The dealer principal must first activate his employee in BOSSWeb.
- The employee must log into BOSSWeb and click on BRPTI and enroll in a course
- The dealer principal selects the "My Learning Team" tab and follows these steps:
 - Click on "Assign".
 - Select the training module and then assigns it to one or more employees.

Q18 Can employees take all types of training?

A18 Yes. Employees with access to BRPTI can use the search engine to find all available training material courses. Enroll to take either an on-line or hands-on course. Users registering for hands-on courses will receive a confirmation email.

MONITORING TRAINING PROGRESS ON BRPTI

Q19 How does the Dealer Principal track the training progress of his/her employees?

A19 The Dealer Principal's profile contains a My Learning Team tab that gives a summary overview of the dealership employees' training status. The same tab allows the dealer principal to view the level of completion of any assigned training and to assign additional training to any employee.

**For assistance with BOSSWeb or BRPTI open a case in Case Management
or
call the Help Desk at (800) 888-4662, Option 5.**